



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 2-1

Thursday, 12 October 2017 at 7:00PM

Chairman Dean called the Regular Meeting of the Board of Commissioners to order at 7:00PM.

Members and Guests Present:

Adam Bigby	Commissioner
Paul Dean	Commissioner
Mike Hubbard	Commissioner
Teri Scherer	District Secretary
Leonard Johnson	Fire Chief
Frank Scherer	Deputy Chief
Philip Oldham	FF/Paramedic
Eric Barge	FF/EMT
Hari Sharma	Berglund Schmidt (guest)
Eric Schaer	TCA Architecture (guest)

Flag salute was given.

AGENDA APPROVAL

MOTION: Commissioner Hubbard moved to approve the October Regular Meeting agenda as presented. Motion seconded by Commissioner Bigby. Motion passed unanimously.

1. CONSENT AGENDA:

- a. Minutes Regular Meeting from 14 September 2017;
- b. Payroll for October 2017 – \$80,865.15;
- c. Vouchers #961 dated 27 September 2017 totaling \$876.00;
Vouchers #962-963 dated 27 September 2017 totaling \$6,901.27;
Vouchers #918-925 dated 29 September 2017 totaling \$21,341.49;
Vouchers #1006-1041 dated 12 October 2017 totaling \$69,354.78.

MOTION: Commissioner Bigby moved to approve the consent agenda items A – C. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

2. CITIZEN REPORT – None.

3. CHIEF REPORT: Verbal and written report was given by Chief Johnson, discussion was held.

4. AMBULANCE REPORT: Verbal and written report was given, discussion was held.

5. SECRETARY'S FINANCIAL REPORT: Verbal and written report was given.

***MOTION:** Commissioner Bigby moved to approve the Secretary's Financial Report as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

6. COMMUNICATIONS –

A Letter of Appreciation from the City of Aberdeen was received into the minutes thanking Chief Johnson for his participation in the AFD Captain Assessment Center on October 4, 2017.

7. UNFINISHED BUSINESS

- a. **Policy Review and Update:** None at this time.
- b. **Station 2-1 Update:** Continued update on the project was provided by Eric Schaer with TCA Architecture concerning the project. A master set of construction documents that are current as of the meeting were presented to the Board for review and questions. Discussion was held.
- c. **FY18 Budget Review:** Chief Johnson presented the revised draft of the FY2018 Budget to the Board. The Fire District has not received any preliminary values from the Grays Harbor Assessor as of the meeting today. Revenue estimates for property taxes are projected. Discussion was held.

8. NEW BUSINESS:

- a. **Station 2-2 Asphalt Repair:** Chief Johnson presented the Board with proposals for asphalt repair at Station 2-2. Currently, the asphalt is in need of repair across the property and the front of the apron is showing signs of continued damage from accessing by apparatus. Discussion was held on three small works written estimates to repair the asphalt. The proposal from DBC Construction to overlay the entire parking lot was the recommended option. Chief Johnson requested the Board to provide funding as the entire amount was not appropriated in the current FY17 budget. DBC Company quote was for \$26,244.90, Chief Johnson requested the approval of \$27,000 for the project.

***MOTION:** Commissioner Bigby moved to approve \$27,000 expenditure and to enter into a publicworks contract with DBC Company for the asphalt overlay at Station 2-2. Motion seconded by Commissioner Dean. Motion passed unanimously.*

- b. **Structural PPE Purchase:** Chief Johnson presented a request to the Board for the purchase of five sets of Structural PPE to continue replacement. The purchase is estimated to be \$10,829.00. Discussion was held. Final numbers will be presented to the Board along with an appropriation from the Capital Fund (100) at the next meeting.

9. RECOGNITION OF THE MONTH: Chief Johnson wanted to thank all who attended the Live Fire Training, headed up by Captain Josh Ambrose and his team.

10. EXECUTIVE SESSION: None at this time.

11. ADJOURNMENT: Chairman Dean requested a motion to adjourn the meeting at 8:07PM.

MOTION: Commissioner Bigby moved to adjourn the Regular Meeting of the Board of Commissioners. Motion seconded by Commissioner Hubbard. Motion passed unanimously. Meeting adjourned.

Chair, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard